



State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

May 17, 2007

PPL No. 07-010

TO: Local Governmental Agency (LGA) Coordinators for the
Targeted Case Management (TCM) Program

SUBJECT: **2007-08 TCM PARTICIPATION SURVEY**

The California Department of Health Services (CDHS) has reviewed and revised the requirements for the TCM Participation Survey submitted by Local Governmental Agencies (LGAs) as notification of their intent to participate in the TCM program. These requirements are intended to encourage LGAs to carefully consider basic TCM requirements before declaring their intent to participate in TCM and before subcontracting TCM services to a private non-profit Community-Based Organizations (CBOs). Please only submit these forms if you intend to participate in TCM. CDHS will review the survey information for program planning purposes only and will not audit LGAs based on this information.

The Participation Survey is attached. LGAs must return the Participation Survey and any required attachments, by hard copy postmarked by July 17, 2007.

- Cover Letter for Survey of LGAs participating in TCM.
- Target Group Survey document indicating which target groups you will be providing TCM services to.
- CBO Supplemental Information Sheet.
- The LGA Profile update / purge form to verify the accuracy of the information on file for each LGA within the TCM system.
- Primary / Secondary Invoice Signature Authority form.

- The Performance Monitoring Plan (PMP), which must specifically address how the LGA ensures Non-Duplication of services as is stated in the TCM Provider Manual, Section T.7-1-3 and T.7-1-4. The plan must also include specific protocols and procedures to ensure coordination and continuity of care that is provided to eligible beneficiaries.
- Fee Mechanism and instructions for use. LGA must have an established fee mechanism specific to TCM services which may include a sliding fee schedule based on income. The fee mechanism may vary by program as is stated in the TCM Provider Manual Section T.7-1-4.

If an LGA contracts TCM services to a private non-profit CBO, the following is required on the supplemental page (CBO Supplemental Information) of the participation form:

- The expected sources of funding for the contracted TCM services,
- The methods the LGA will use to monitor its CBO contracts, and
- The CBOs Performance Monitoring Plan (if CBO has a separate plan to the LGA's) and Fee Mechanism plus instructions.

These forms are designed for online completion; however, hard copy forms with original signatures in **blue** ink must be submitted as directed on the included checklist. To participate in the TCM program for State fiscal year 2007-08, the signed Participation Survey and all related documentation must be received by CDHS postmarked by July 17, 2007.

If you have any questions, please contact Ms. Stephanie Griffin, Analyst, Targeted Case Management Unit, at (916) 319-9593 or sgriffin@dhs.ca.gov.

Sincerely,

Original Signed by Elizabeth Touhey

Elizabeth Touhey, Chief
Administrative Claiming Local
and Schools Services Section

Enclosures

cc: See Next Page

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